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APR 21 1947

MEMORANDUM TO: Executive for Personnel and Administration

Subject: Increase in T/O and Personnel Ceiling
for OCD

1. The following increase in the number of positions is authorized the Collection Branch, Office of Collection and Dissemination:

one P-4 intelligence officer
two P-3 intelligence officers

2. These grades are tentative pending establishment with the Civil Service Commission. Job descriptions submitted by OCD are attached.

3. Employment to fill these positions is restricted to one grade lower until they have been approved by the Civil Service Commission.

4. The personnel ceiling of the OCD is increased to 63 for the quarter ending 30 June 1947 and to 73 for each quarter of the fiscal year 1948.

5. Please take action to establish these positions with the Civil Service Commission and to assist OCD in procurement to fill them. An amended announcement of personnel ceiling should also be issued.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

NOTED BY:

[Handwritten signatures and initials]

[Redacted] 25X1A9a
COLONEL, F.A.
ASSISTANT EXECUTIVE DIRECTOR

Attachment -
Job Description

Exec. Registry-1
Central Files -2
ICAPS-1
[Redacted]

25X1A9a

cc: Finance Division

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